

## **City of Glendale Festival Vendor Rule Infractions**

In an effort to ensure the most professional presentation from our vendors and the best guest experience for the City of Glendale festivals, the Office of Special Events will be monitoring certain aspects of vendor set up, tear down, and presentation. Vendors will be notified when the following infractions occur. All infractions received will stay on your file and although one infraction will not cause you to be automatically denied for future events, it could be a factor when the jury reviews your application. If a vendor receives more than one infraction, their eligibility to apply for City of Glendale Festivals will be reviewed. The Special Events Department reserves the right to determine if your eligibility will be suspended for a period of time to be determined by the severity of the infraction, which could range from suspension during the next event season up to and including a permanent ban. The City of Glendale may update the vendor rule infraction form as needed.

- ☐ Late payment
  - ☐ Late payment of any fees due
- ☐ Late load-in or Early close
  - ☐ Booth space set and ready to sell 1 hour prior to event start time
  - ☐ Booth space to stay open until the advertised closing time for the duration of the event
- ☐ Bringing in soda/water and ice from a source other than event sponsor and/or vendor
  - ☐ All soda/water and ice must be purchased through the City of Glendale's sponsors and/or vendor
- ☐ Late vehicle removal
  - ☐ Vehicles must be removed from event site two (2) hours prior to event start time, unless otherwise noted
- ☐ Proper disposal of trash and gray water and/or grease
  - ☐ Only use gray water barrel and grease barrels provided by the City of Glendale located behind the food booths.
  - ☐ All trash must be disposed of properly and not left at the event site
- ☐ Over-extension of area
  - ☐ Placing tables, signs or products outside of purchased area is not allowed
- ☐ Unprofessional conduct
  - ☐ Unprofessional conduct toward customers and/or event staff (i.e. inappropriate language and rudeness)
  - ☐ Unprofessional attire/ items for sale
- ☐ Miscellaneous
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_

**By signing below, I ("Exhibitor") agree that I have read and understand these vendor rule infractions.**

\_\_\_\_\_  
**Exhibitor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**